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Classification Outline for Extension Research Materials.

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The outline has been used to classify the content of the Review of Extension Research, Bibliography on Extension Research, Bibliography on Foreign Based Extension, Recent Extension Research Reports, and additions to the Division File of Extension Research Materials. Major classification headings include administrative organization and management; training, staff development for Extension Workers; organization of people to participate in Extension; local leadership; program content and planning procedures; general effectiveness and progress of Extension Work: Extension teaching methods; techniques, and devices; research methods; and Extension research reporting devices. (pt)

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# CLASSIFICATION OUTLINE FOR EXTENSION RESEARCH MATERIALS

A. Administrative organization and management

Explanation:

Organizational and functional aspects of administration within the Cooperative Extension Service. (Includes conversion to and involvement or consolidation with General Extension or other government agencies.)

O. General

1. Organization of Extension Service, staff

- 2. Functions and duties of Extension Service, staff, individuals (Analyses of jobs, use of time, characteristics of workers, role expectations or consensus, etc.)
- 3. Public relations, affairs
  (Analyses of situations involving cooperative efforts of
  extension personnel and other organized groups farm
  organizations, educational institutions, civic groups,
  etc. to meet needs of people. Includes public relations
  aspects of RAD, ARA, EO, CRD, civil defense, etc.)

Office organization, operation, procedures, management, personnel (clerical. secretarial) matters

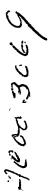
5. Working conditions (Includes salary, vacations, leave, rank, tenure, advancement, accountability, etc.)

6. Finance

7. Personnel management, supervision

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<sup>\*</sup> This outline, with periodic expansions, has been used to classify the contents of the "Review of Extension Research" since the July-December 1953 edition, the "Bibliography on Extension Research" since the 1949-53 edition, and the "Bibliography on Foreign-Based Extension Research," "Recent Extension Research Reports," additions to the "Division File of Extension Research Materials," and as appropriate in the "Recently Noted" series since their initiation.

# B. Training, staff development for extension workers

## Explanation:

Availability of, effectiveness of, methods used in, felt or apparent need for, stimulating interest in, or importance of, training of, for, or by professional or subprofessional extension workers.

- 1. General
- 2. Preservice
- 3. Induction
- 4. Inservice
- 5. Graduate study
- 6. Self-development (teaching machines, programed instruction)

# C. Organization of people to participate in Extension

## Explanation:

Subjects involving people - individuals or groups - who are not on a paid extension staff. Organization, function, or effectiveness studies of executive committees, advisory committees, home demonstration of 4-H councils or clubs, study of planning groups, etc.

- 1. General
- 2. Agriculture, agribusiness
- 3. Home economics
- 4. 4-H Club work (Club and nonclub 4-H work, members and potential members)
- 5. Young men and women's work
- 6. Urban extension work
- 7. Adult education
- 8. Civil defense

# D. Local leadership

#### Explanation:

Characteristics, selection, training, functions, needs, and effectiveness studies of local leaders. (Involves persons - adult or youth - who are not on a paid extension staff.)

- 1. General
- 2. Agriculture, agribusiness
- 3. Home economics
- 4. 4-H Club work
- 5. Young men and women's work
- 6. Urban extension work
- 7. Adult education
- 8. Civil defense



# E. Program content and ple ning procedures

## Explanation:

The program carried out at the public level. Needs and interests of the people; status of practices in the subject-matter fields considered for program content; procedures for determining the program; effectiveness of different procedures; cultural and economic factors that affect program content, planning, and execution. (Includes program projection, program development.)

- 1. General
- 2. Agriculture, agribusiness
- 3. Home economics
- 4. 4-H Club work
- 5. Young men and women's work
- 6. Urban extension work
- 7. Development work rural, community, low-income, RAD, ARA, EO
- 8. Marketing, consumer educational work
- 9. Adult education
- 10. Civil defense

## F. General effectiveness and progress of extension work

## Explanation:

Analyses of extension and nonextension factors that affect the progress and effectiveness of Extension as measured by participation, membership, enrollment and reenrollment or dropout, completions, adoption of practices, knowledge gains, etc. (Includes most adult, youth, and 4-H evaluative studies).

- 1. General
- 2. Agriculture, agribusiness
- 3. Home economics
- 4. 4-H Club work
- 5. Young men and women's work
- 6. Urban extension work
- 7. Development work rural, community, low-income, RAD, ARA, EO
- 8. Marketing, consumer educational work
- 9. Adult education
- 10. Civil defense

#### G. Extension teaching methods, techniques, devices

#### Explanation:

Development, use, and effectiveness analyses. (Includes such aspects as cost, amount of information gained and put to use, coverage or scope, comparisons of methods, combianations of methods, and audience-media consideration.)

- 1. Multiple methods, general
- 2. Pamphlets bulletins, circulars, leaflets, etc.
- 3. Circular letters, house organs
- 4. Exhibits, fairs



- 5. Farm, home visits
- Indirect influences
- 7. Leader-training meetings
- 8. Meetings, special events
- 9. Method demonstrations
- 10. News stories, editorials, columns, newspapers, magazines, etc.
- 11. Office calls
- 12. Posters
- 13. Radio
- 14. Result demonstrations
- 15. Television
- 16. Visual aids, audio aids
- 17. Films, tapes
- 18. Books, handbooks, workbooks, manuals, etc.
- 19. Workshops, short courses, labs, conferences, seminars, symposia
- 20. Counseling
- 21. Tours, walks, field trips, etc.
- 22. Special instruments, macaines
- 23. Formal courses, classes
- 24. Groups discussion, study, sociometric, etc.

#### H. Research methods

#### Explanation:

Studies regarding the development, evaluation, or application of research methodology or techniques that have been or might be used to gain better understanding of extension and extensionrelated problems.

- 1. Multiple methods, general
- 2. Mail surveys
- 3. Questionnaires, schedules, interview guides
- 4. Interviews personal, group, telephone
- 5. Reports, other secondary data sources
- 6. Sampling
- 7. Case studies
- 8. Statistical devices
- 9. Projective, other sociopsychological techniques ERIC Clearing house
- 10. Replication
- 11. Special instruments, machines

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on Adult Education

#### I. Extension research reporting devices

#### Explanation:

Bibliographies, reviews, abstracts, critiques, summaries, leaflets, etc., from any source, that call attention to or comment on extension or extension-related research.

- Bibliographies general, special topic (with, without annotation; separates, collections)
- Reviews general, special topic (separates, collections) 2.

